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MEMORANDUM FOR [REDACTED]

SUBJECT: SWS Manning

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1. CIA has nominated two men to the staff. They are [REDACTED] [REDACTED] GS-14 of the OCI foreign policy shop and [REDACTED] GS-13 of the OER [REDACTED] has worked on the China military and political problem and also served in the Soviet internal political branch. [REDACTED] served in the current support shop of OER for several years before moving into his present branch. Both men are versatile, good drafters and know their way around the Agency. Subject to [REDACTED] approval, I have asked them to report for duty on 3 February to have some overlap with the present NIC staff.

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2. It is probably time to think about what we should do with the other agencies about staffing. I have not had a reply to my memo to Bill Hyland asking him to nominate someone. I think the chances are slim that State will participate. One possibility would be to have Dick Lehman ask the DCI to talk to Hyland about this.

3. On the Navy side, you have mentioned they are looking for a candidate but that one of the men in question [Captain Shapiro] will not be available till summer. Perhaps we ought to think of him as a possible replacement for Captain Zartman, assuming we establish the need for a deputy.

4. With regard to NSA I could surface the matter during the briefing next week with [REDACTED]. The two men currently assigned here would like to stay and I gather have not as yet been given any reason to think otherwise by NSA.

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5. DIA, of course, will have [REDACTED] here. Does DIA wish [REDACTED] to stay? I foresee a need for an analyst on the staff with ADP background and could use him in that role.

6. That leaves Army and Air Force. I have no good feel for Major Emery (USA) but my inclination here would be to ask for a slightly higher grade. Lt Colonel Cirrito (USAF) would like to stay and I have good reports about his work on the Middle East. I plan to use a slot to follow Soviet developments in the Middle East.

7. If John Leavitt's ad hoc committee meets again, I could raise some of these staffing ideas then. But is there something else we ought to do with Generals Aaron and Keegan or their watch committee observers?

2/1/75
1:25, 10 Jan


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8. With regard to the Secretariat, the decision to retain TSGT George Lockett means that one of the other three secretaries will probably have to go. Though I hate losing her, this should logically be the CIA secretary. She is the junior of the three and not as familiar with the DIA ropes.

9. Attached are some position description briefs.

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Atchs
As stated above
(9)


Director
Strategic Warning Staff

*Note: in job description
received 17 Jan -- see
left-hand side of folder*

DUTIES

1. Incumbent must have in-depth knowledge and/or experience in warning intelligence methodology, organization and management of warning intelligence resources throughout the intelligence community; indications intelligence collection system applications; and Soviet politico-military affairs, with emphasis on strategic and tactical military doctrines, war plans, command and control, military capabilities, and military exercise/alert/mobilization procedures. Advises other SWS analysts in the foregoing matters.
2. Recommends and directs production of, or independently produces, original research into strategic warning theory, national warning capabilities, warning intelligence support in crisis management, application of collection and processing techniques to warning intelligence, foreign deception, past warning crisis, and specific ongoing warning events, anomalies, and ambiguities. Conducts liaison with indications and warning intelligence analysts throughout the intelligence community to coordinate the SWS research activity and broaden the SWS view. Analyzes and identifies deficiencies in the study of warning intelligence.
3. Participates in the established cyclical SWS review of current warning situations. Determines deficiencies in warning intelligence holdings, develops collection targets, and recommends collection action to fill these requirements. Independently, or in collaboration with other members of the SWS, prepares analyses and special reports of preparations or intentions to initiate military action for dissemination to national security policy-makers and planners.
4. Represents the SWS in joint and interagency committees, seminars and working groups reviewing or analyzing matters related to strategic warning situations.
5. Prepares and delivers briefings and other presentations suitable for senior level audiences on subjects of substantive warning intelligence, and on the mission, functions and operations of the SWS.
6. Supervises maintenance of current cumulative warning intelligence files and displays.
7. Represents the SWS in the periodic absences of the Director and Deputy Director SWS.
8. Performs other substantive and administrative duties as directed by the Director, SWS.
9. Incumbent must be eligible for all categories of intelligence clearances.

DUTIES

1. Incumbent must have sufficient breadth and depth of knowledge of current developments and basic information concerning USSR, Warsaw Pact, PRC and DPRK political, economic and military activities in the Middle East area. Reviews and analyzes raw and finished all-source intelligence to detect indications of USSR, Warsaw Pact, PRC or DPRK preparations or intentions to initiate military action in the Middle East or to employ military capabilities in ways that might threaten military confrontation with the US. Advises other SWS analysts in matters of USSR, other Warsaw Pact nations, PRC and DPRK penetration and presence in the Middle East area.
2. Participates in the established cyclical SWS review of current warning situations. Conducts liaison and coordination with analysts throughout the intelligence community and acts as communication link with his parent agency or department to broaden the SWS view and analysis in matters of warning intelligence. Determines deficiencies in warning intelligence holdings, develops collection targets, and recommends collection action to fill these requirements. Independently, or in collaboration with other members of the SWS, prepares analyses and special reports of preparations or intentions to initiate military action for dissemination to national security policy-makers and planners.
3. Prepares or contributes to special studies and projects on warning matters. Represents the SWS in committees, seminars, and working groups reviewing or analyzing matters related to strategic warning situations.
4. Prepares and delivers briefings and other presentations suitable for senior level audiences on subjects of substantive warning intelligence, and on the mission, functions and operations of the SWS.
5. Supervises maintenance of current and cumulative warning intelligence files and displays.
6. Performs other substantive and administrative duties as directed by the Director, SWS.
7. Incumbent must be eligible for all categories of intelligence clearances.

DUTIES

1. Incumbent must have sufficient breadth and depth of knowledge of current developments and basic information concerning Warsaw Pact political and economic affairs, military doctrine, military capabilities, war plans, exercise, alert and mobilization procedures to recognize anomalies, irregularities and other departures from normal diplomatic, economic and military activities. Reviews and analyzes raw and finished all-source intelligence to detect indications of Warsaw Pact preparations or intentions to initiate military action. Advises other SWS analysts in matters of Warsaw Pact political, economic and military affairs.
2. Participates in the established cyclical SWS review of current warning situations. Conducts liaison and coordination with analysts throughout the intelligence community and acts as communication link with his parent agency or department to broaden the SWS view and analysis in matters of warning intelligence. Determines deficiencies in warning intelligence holdings, develops collection targets, and recommends collection action to fill these requirements. Independently, or in collaboration with other members of the SWS, prepares analyses and special reports of preparations or intentions to initiate military action for dissemination to national security policy-makers and planners.
3. Prepares or contributes to special studies and projects on warning matters. Represents the SWS in committees, seminars and working groups reviewing or analyzing matters related to strategic warning situations.
4. Prepares and delivers briefings and other presentations suitable for senior level audiences on subjects of substantive warning intelligence, and on the mission, functions and operations of the SWS.
5. Supervises maintenance of current and cumulative warning intelligence files and displays.
6. Performs other substantive and administrative duties as directed by the Director, SWS.
7. Incumbent must be eligible for all categories of intelligence clearances.

DUTIES

1. Incumbent must have sufficient breadth and depth of knowledge of current developments and basic information concerning PRC and DPRK political and economic affairs, military doctrines, military capabilities, war plans, exercise, alert and mobilization procedures to recognize anomalies, irregularities and other departures from normal diplomatic, economic and military activities. Reviews and analyzes raw and finished all-source intelligence to detect indications of PRC or DPRK preparations or intentions to initiate military action; and, additionally, indications of these or other Communist nations employing its military capabilities in Southeast Asia or Indian Ocean areas in ways that might threaten military confrontation with the US. Advises other SWS analysts in matters of PRC and DPRK political, economic and military affairs, and Communist penetration and presence in Southeast Asia and Indian Ocean areas.
2. Participates in the established cyclical SWS review of current warning situations. Conducts liaison and coordination with analysts throughout the intelligence community and acts as communication link with his parent agency or department to broaden the SWS view and analysis in matters of warning intelligence. Determines deficiencies in warning intelligence holdings, develops collection targets, and recommends collection action to fill these requirements. Independently, or in collaboration with other members of the SWS, prepares analyses and special reports of preparations or intentions to initiate military action for dissemination to national security policy-makers and planners.
3. Prepares or contributes to special studies and projects on warning matters. Represents the SWS in committees, seminars and working groups reviewing or analyzing matters related to strategic warning situations.
4. Prepares and delivers briefings and other presentations suitable for senior level audiences on subjects of substantive warning intelligence, and on the mission, functions and operations of the SWS.
5. Supervises maintenance of current cumulative warning intelligence files and displays.
6. Performs other substantive and administrative duties as directed by the Director, SWS.
7. Incumbent must be eligible for all categories of intelligence clearances.

DUTIES

1. Incumbent must have sufficient breadth and depth of knowledge of current developments and basic information concerning USSR military doctrine, military capabilities, war plans, exercise, alert and mobilization procedures to recognize anomalies, irregularities and other departures from normal conventional forces. Reviews and analyzes raw and finished all-source intelligence to detect indications of preparations or intentions to initiate military action. Advises other SWS analysts in matters of USSR Conventional Forces.
2. Participates in the established cyclical SWS review of current warning situations. Conducts liaison and coordination with analysts throughout the intelligence community and acts as communication link with his parent agency or department to broaden the SWS view and analysis in matters of warning intelligence. Determines deficiencies in warning intelligence holdings, develops collection targets, and recommends collection action to fill these requirements. Independently, or in collaboration with other members of the SWS, prepares analyses and special reports of preparations or intentions to initiate military action for dissemination to national security policy-makers and planners.
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7. Incumbent must be eligible for all categories of intelligence clearances.

DUTIES

1. Incumbent must have sufficient breadth and depth of knowledge of current developments and basic information concerning USSR military doctrine, military capabilities, war plans, exercise alert and mobilization procedures to recognize anomalies, irregularities and other departures from normal Strategic Forces and Command and Control postures. Reviews and analyzes raw and finished all-source intelligence to detect indications of preparations or intentions to initiate military action. Advises other SWS analysts in matters of USSR Strategic Forces and Command and Control organization.
2. Participates in the established cyclical SWS review of current warning situations. Conducts liaison and coordination with analysts throughout the intelligence community and acts as communication link with his parent agency or department to broaden the SWS view and analysis in matters of warning intelligence. Determines deficiencies in warning intelligence holdings, develops collection targets, and recommends collection action to fill these requirements. Independently, or in collaboration with other members of the SWS, prepares analyses and special reports of preparations or intentions to initiate military action for dissemination to national security policy-makers and planners.
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6. Performs other substantive and administrative duties as directed by the Director, SWS.
7. Incumbent must be eligible for all categories of intelligence clearances.

DUTIES

1. Incumbent must have sufficient breadth and depth of knowledge of current developments and basic information concerning USSR strategic doctrine, foreign policy, diplomatic activity, propaganda, Communist Party leadership, intelligence operations and internal security to recognize anomalies, irregularities or other departures from normal political activities. Reviews and analyzes raw and finished all-source intelligence to detect indications of preparations or intentions to initiate military action. Advises other SWS analysts in matters of USSR political affairs, strategic doctrine and intelligence and security.
2. Participates in the established cyclical SWS review of current warning situations. Conducts liaison and coordination with analysts throughout the intelligence community and acts as communication link with his parent agency or department to broaden the SWS view and analysis in matters of warning intelligence. Determines deficiencies in warning intelligence holdings, develops collection targets, and recommends collection action to fill these requirements. Independently, or in collaboration with other members of the SWS, prepares analyses and special reports of preparations or intentions to initiate military action for dissemination to national security policy-makers and planners.
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6. Performs other substantive and administrative duties as directed by the Director, SWS.
7. Incumbent must be eligible for all categories of intelligence clearances.

DUTIES

1. Incumbent must have sufficient breadth and depth of knowledge of current developments and basic information concerning USSR economic mobilization, procurement, and civil and industrial defense to recognize anomalies, irregularities and other departures from normal economic activities. Reviews and analyzes raw and finished all-source intelligence to detect indications of preparations or intentions to initiate military action. Advises other SWS analysts in matters of USSR economic affairs and civil defense planning.
2. Participates in the established cyclical SWS review of current warning situations. Conducts liaison and coordination with analysts throughout the intelligence community and acts as communication link with his parent agency or department to broaden the SWS view and analysis in matters of warning intelligence. Determines deficiencies in warning intelligence holdings, develops collection targets, and recommends collection action to fill these requirements. Independently, or in collaboration with other members of the SWS, prepares analyses and special reports of preparations or intentions to initiate military action for dissemination to national security policy-makers and planners.
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6. Performs other substantive and administrative duties as directed by the Director, SWS.
7. Incumbent must be eligible for all categories of intelligence clearances.

DUTIES

1. Incumbent must have knowledge of warning intelligence methodology, ADP applications to warning intelligence, and organization and management of computerized intelligence resources throughout the intelligence community. Advises SWS analysts in matters of ADP applications in warning intelligence.
2. Maintains liaison with agencies and departments managing automated systems outputs pertinent to warning intelligence. Advises Director SWS on research and applications involving automated information science and recommends those with potential for warning intelligence. Manages automated data systems installed in the SWS. Recommends data bases and programs peculiar to SWS needs.
3. Participates in the established cyclical SWS review of current warning situations. Conducts liaison and coordination with analysts throughout the intelligence community and acts as communication link with his parent agency or department to broaden the SWS view and analysis in matters of warning intelligence. Determines deficiencies in warning intelligence holdings, develops collection targets, and recommends collection action to fill these requirements. Independently, or in collaboration with other members of the SWS, prepares analyses and special reports of preparations or intentions to initiate military action for dissemination to national security policy-makers and planners.
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